

Rawan Mohamad Jaafar

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I. Personal Information:

Date of Birth: November 5,2002

Place of Birth: south of lebanon

Marital Status: Single

II. Career Objective:

By holding a Bachelor Degree in Public Relations and corporate management , I am a motivated and hardworking individual aiming to contribute efficiency and value to the employing institution in a challenging career.

III. Education/Certificates:

1- Lebanese Baccalaureate Degree (Part2) – Economy

College des pères antonins -baabda

2-Bachelor Degree in Public Relations and corporate management.

Lebanese University - Faculty of Media

Graduate

3-MBA 1 IN HUMAN RESSOURCES

Arab open university-badaro campus

Octobre 2023-present

IV. Work Experience:

1- Sales

Crazy Nuts – from octobre 2021 to july 2022.

2- Online Marketing And Sales

Accessories Closet Instagram Page- 2021

3-BANKING

HR and social worker department intern at bank audi -february 2023-march 2023

4- Cashier

Harkous foods- from octobre 2022 to july 2023

5-cashier and call centre

Al sharek sweets-septembre 2023 to January 2024

V. Skills:

1- Computer and Software Skills:

- Microsoft Office (Word, Excel, PowerPoint, Access)

2- Languages:

- Arabic (Native Language)
- English – Fluent in writing, reading and speaking
- French – Fluent in writing reading and speaking

3- Other:

- Systematic thinking
- Attention to details
- Excellent Communication Skills
- Works under pressure

VI. All references are available upon request